

**REQUEST FOR LETTER OF REVIEW AND RECOMMENDATION FOR
PETITION TO VACATE**

Please see the Utility Company page for a list of Utility providers in Seminole County. You can verify who to contact in your area by utilizing the My Resident Page on www.seminolecountyfl.gov simply search the term "My Resident" and select the first link provided.

SAMPLE LETTER

DATE _____

CONTACT NAME: _____

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

RE: Request for a letter of Review and Recommendation on a vacate request for:

- Utility Easement Vacate
- Drainage Easement Vacate
- Plat Vacate
- Right-of-Way Vacate

Parcel ID Number: _____

To Whom It May Concern:

We intent to submit a Petition to the Seminole County Board of County Commissioners seeking to vacate the public interest in an easement, right-of-way, or plat, indicated above, at the above location in order to accomplish the following purpose:

(State purpose here)

Included is a sketch and legal description of the requested vacate for your review. Please provide us with a letter of review and recommendation, sent to the address below, so we may proceed with our Petition submittal. If you have any questions, please contact us directly. Thank you in advance for your consideration.

Sincerely;

Petitioner Name
Return Mailing Address
Day time phone number

Attachments: Sketch of proposed easement or right-of-way to be vacated
Copy of Plat or Portion of Plat to be vacated